

PERSON SPECIFICATION

Post: Administrator CWRC

	Essential Criteria	How Tested*	Desirable Criteria	How Tested*
Education/Qualifications	<ul style="list-style-type: none"> • Good general education 	A	<ul style="list-style-type: none"> • Counselling/listening skills training • Community work qualification or NVQ Care and Support 	A A
Experience	<ul style="list-style-type: none"> • Experience of working with people (preferably women) from a range of backgrounds & circumstances • Experience of administration or similar role 	A, I A,	<ul style="list-style-type: none"> • Working in outreach or community settings either paid or voluntary capacity • Effective networking • Experience of working in the voluntary sector • Proven experience of administration tasks 	A, I A, I A,I
Skills/Ability	<ul style="list-style-type: none"> • Good organisational skills • Good record keeping attention to detail • Ability to prioritise duties • Computer literate including use of Office tools and social media/ promotional tools such as mailchimp • Confident in using spreadsheets • Ability to communicate effectively with wide range of people • Flexibility to manage time, prioritise & meet deadlines • Ability to work on own initiative • Confident in attending to calls and email communication 	A, I A,I A,I A,I,T A,I A, I I	<ul style="list-style-type: none"> • Confident written skills • Co-ordinating promotional material and events • Ability to use social media/ promotional tools such as mailchimp • Experience of finances 	A, I I I A,I

Knowledge/ Understanding	<ul style="list-style-type: none"> • Sound knowledge of equal opportunities issues • Understanding of the needs of women • Understanding of safeguarding issues and first aid • Understanding of confidentiality 	A, I, A, I A,I	<ul style="list-style-type: none"> • Knowledge of other community groups in Cambridgeshire 	A, I I
Other Requirements	<ul style="list-style-type: none"> • Able to work as part of a team • As the post will entail contact with other staff members and students, tact and integrity are essential, together with an understanding of the needs of CWRC users. • Self Motivated • Flexible • DBS clearance 	I I I I	<ul style="list-style-type: none"> • Willingness to occasionally work outside of normal hours e.g. evenings or weekends • Ability to travel on occasion to our office in Peterborough 	I

*Key: A= Application Form

I= Interview

T= Test